

HALIFAX CENTRAL JUNIOR HIGH SCHOOL LETTER OF AGREEMENT

The purpose of this letter is to establish the terms and conditions of the agreement between the Halifax Central Junior High School, the Regional School Board, and the Department of Education and Culture, hereinafter referred to as partners, to operate an advisory council at the school level.

DURATION OF THE AGREEMENT

This agreement is effective from the date it is signed. The agreement will be reviewed annually by the partners on or before May 31st of each year. Any mutually agreed upon revisions can be made at that time.

STRUCTURE OF THE COUNCIL

The Halifax Central Junior High Advisory Council will include a minimum of:

- the principal (non-voting, permanent member)
- 3 staff members
- 3 students, representing each of the three grades
- 3 parents or guardians, one acting as chair
- 2 community members

Council member will serve the following terms:

Students: 2 years, one year renewable

Parents & Community Members: 1 Year, 2 renewable terms

Chair: 1year, two one year renewable terms

Staff: 2 years, one year renewable

Advisory Council members and their terms of office are:

NAME	E-mail address	Position
Robert MacMillan	rmacmillan@hrsbc.ca	Principal
Ann Jessome	ajessome@hrsbc.ca	Staff- Teacher
Bryan Mrezar	bmrezar@hrsbc.ca	Staff - Teacher
Vacant		Staff
Isobel Cameron-gr 9	imc@ns.sympatico.ca	Student
Emerson Crick-gr 9	halifaxcrick@gmail.com	Student
Kayleigh Dunphy- gr. 8	kayleigh.dunphy@eastlink.ca	Student
Jabu Deng-gr.8	jabudeng34@gmail.com	Student
Kathleen Connolly-gr 7	kconnolly@hfx.eastlink.ca	Student
Jack Baker- gr 7	bjh323735@gnspecs.ca	Student
Jane Grantmyre	jane.grantmyre@gmail.com	Parent and Chair
Laura Steele	Laura.Steele@architecture49.com	Parent
Kelly Mir	1kellymir@gmail.com	Parent
Duane Malone	Duane.malone@gmail.com	Community Member
Vacant		Community Member

The Halifax Central Junior High Advisory Council will make recommendations and decisions as follows:

- a) Decisions will be made using the council Consensus Process, as outlined by the Nova Scotia Department of Education and Culture
- b) All decisions reached during meetings will be supported publicly by all council members, the Chairperson to be the official spokesperson
- c) Agendas will be set in advance
- d) As far as possible, agendas and background information will be distributed to the council members one week prior to each meeting
- e) Meetings will be scheduled at least six times during the school year
- f) All meetings are open to the Public
- g) Quorum for each meeting shall be one half plus one of the council members, representing at least three of the four membership groups; student, staff, parent, and community member.

SCHOOL ADVISORY COUNCIL COMMITMENTS

The Halifax Central School Advisory Council will be responsible for:

- a) Providing all partners with a voice in decision-making
- b) Assisting with implementing the school improvement plan
- c) Assisting in developing school policies which promote academic excellence and a positive learning environment
- d) Advising the principal and staff on issues related to curriculum and programs, school practices, and policies, including school discipline and parent-school communication
- e) Participating in the selection of the principal
- f) Preparing an annual accountability report
- g) Developing ways and strategies to improve and support the extra-curricular program and special projects in the school
- h) Developing and maintaining effective communication among all partners

SCHOOL BOARD COMMITMENTS

The Halifax Regional School Board will support the Halifax Central Junior High School Advisory Council by:

- a) Providing an orientation session, and when required, occasional workshops on special topics for school council members
- b) Providing a facilitator to assist the school advisory council as required
- c) Providing timely feedback or advice on requests made to the school board by the School Advisory Council
- d) Providing the Advisory Council with a copy of Board policies, changes to existing policies, and the minutes of Board meetings within two weeks of such changes/meetings
- e) Resolving disputes between the Advisory council and all other parties including staff, parents, and the Department of Education and Culture

- f) Publicly supporting decisions of the Advisory Council
- g) Providing the Advisory Council with consultation as needed, including providing consultation on Board policies and procedures
- h) Providing the School Advisory Council with the opportunity to advise on all program and policy changes

DEPARTMENT OF EDUCATION AND CULTURE COMMITMENTS

The Department of Education and Culture will support the Halifax Central Junior High School Advisory Council by:

- a) Developing materials to support school councils
- b) Training regional school council support teams
- c) Providing ongoing professional development sessions and conferences
- d) Providing school advisory council members with a copy of the Education Act and its regulations upon request
- e) Providing mediation when there is unresolved conflict between the school advisory council and the School Board
- f) Providing information on new curriculum and policy developments and allowing for feedback from the School Advisory Council prior to such changes being enforced

PARTIES TO THE AGREEMENT

We understand and agree to follow through on the commitments made in the Letter of Agreement

Chairperson

Date

Principal

Date

Halifax Regional School Board

Date

Department of Education and Culture

Date